



Loudoun County Fire and Rescue System Guideline

Subject: Code of Conduct - Sexual Harassment	Effective: 27 April 2004 Revised:
Chapter: Administration	FRG: 3.0.3
Approved: _____, Fire and Rescue Commission _____ , Dept. of Fire and Rescue Services _____ , Operational Medical Director	

Purpose: To establish a Code of Conduct regarding sexual harassment for the Loudoun County Fire and Rescue System.

Guideline:

1. Harassment on the basis of sex is a violation of Title VII of the 1964 Civil Rights Act and is prohibited by the Loudoun County Board of Supervisors and the Loudoun County Fire and Rescue Commission. Sexual harassment is prohibited, viewed as misconduct, and subject to disciplinary action, up to and including exclusion from the Loudoun County Fire and Rescue System. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to the conduct is made either an explicit or implicit condition of membership or employment; or
- b. Submission to or rejection of the conduct is used as the basis for an membership or employment decision affecting the harassed member or employee; or
- c. The harassment substantially interferes with the member's or employee's work performance or creates an intimidating, hostile, or offensive work environment.

2. All volunteer fire and rescue companies are required to adopt written procedures for addressing sexual harassment complaints by no later than 1

September 2004. The procedures shall be posted in a conspicuous place within each fire and rescue station.